

Adult—Local Administration:		Definitions	Expenditure Rate
Adult—Salary and Fringe Benefits		Salaries and fringe benefits for administrative staff working with the program.	10%
Adult—Other Administration		Other costs associated with operating the program such as supplies, space, travel, etc.	10%
Adult – Administration Indirect		Admin Indirect costs associated with operating the program such as supplies, space, travel, etc.	10%
Adult—Program Services:		Definitions	Expenditure Rate
Adult—Salary and Fringe Benefits		Salaries and fringe benefits for staff operating the program.	60%
Adult—Other staffing costs		Other costs associated with operating the program such as supplies, space, travel, etc.	60%
Adult – Program Indirect		Program Indirect costs associated with operating the program such as supplies, space, travel, etc.	60%
Adult— WBL activities and Training-Related EPs (Front-Line Staff Time)		Funds used for staffing costs for the development and management of WIOA OJT Agreements, OJT Training Plans, OJT mid & end point on-site monitoring activities, various WIOA Work Experience Training Plans & on-site monitoring activities, and WIOA Training-Related Employment Plans. *Up to one hour of front-line staff time may be allocated to direct participant costs, per activity.	40%
Adult—ITA		Funds expended for participants enrolled in Occupational Skills Training and paid for through individual training account. Activity Code 300.	40%
Adult—OJT		Funds expended for participants enrolled in On-the-Job Training. Activity Code 301 or 307.	40%
Adult—Pre-Apprenticeship		Programs that provide training to increase math, literacy, and other vocational skills needed to gain entry to a registered apprenticeship program. Activity Code 223.	40%
Adult—Registered Apprenticeship		A registered apprenticeship is a program registered under the National Apprenticeship Act. Activity Code 314 or 310.	40%
Adult—Workforce Preparation Activities		Activities to prepare individuals for unsubsidized employment or training. Activity Code 221.	40%

Adult—Program Services:		Definitions	Expenditure Rate
Adult—Transitional Jobs		Time-limited, subsidized employment in the private, non-profit, or public sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Activity code 348. No more than 10% of combined Adult/DW allotment.	40%
Adult—Customized Training		Training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays for a significant cost of the training, as determined by the Local Board. Activity Code 304.	40%
Adult—Incumbent Worker Training		A program designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Activity code 347. No more than 20% of combined Adult/DW allotment.	40%
Adult—Internship		A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Activity code 218.	40%
Adult—Work Experience		A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector or the public sector. Activity code 219.	40%
Adult—Supportive Services		Funds expended for participants enrolled in allowable activities. Activity codes include: 180, 181, 182, 184, and 185.	40%
Adult—Pay for Performance		Contracts in the provision of training service that specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on the primary indicators of performance.	40%

Dislocated Worker—Local Administration:		
Definitions	Definitions	Expenditure Rate
Expenditure Category		
Dislocated Worker— Salary and Fringe Benefits	Salaries and fringe benefits for administrative staff working with the program.	10%
Dislocated Worker— Other Administration	Other costs associated with operating the program such as supplies, space, travel, etc.	10%
Dislocated Worker – Admin Indirect	Admin Indirect costs associated with operating the program such as supplies, space, travel, etc.	10%
Dislocated Worker—Program Services:		
	Definitions	Expenditure Rate
Dislocated Worker— Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.	60%
Dislocated Worker— Other staffing costs	Other costs associated with operating the program such as supplies, space, travel, etc.	60%
Dislocated Worker – Program Indirect	Program Indirect costs associated with operating the program such as supplies, space, travel, etc.	60%
Dislocated Worker— WBL activities and Training-Related EPs (Front-Line Staff Time)	Funds used for staffing costs for the development and management of WIOA OJT Agreements, OJT Training Plans, OJT mid & end point on-site monitoring activities, various WIOA Work Experience Training Plans & on-site monitoring activities, and WIOA Training-Related Employment Plans. *Up to one hour of front-line staff time may be allocated to direct participant costs, per activity.	40%
Dislocated Worker—ITA	Funds expended for participants enrolled in Occupation-Specific Training and paid for through individual training accounts. Activity Code 300.	40%
Dislocated Worker—OJT	Funds expended for participants enrolled in On-the-Job Training. Does not include funds expended from the OJT Dislocated Worker Grant. Activity Code 301 and 307.	40%
Dislocated Worker— Pre-Apprenticeship	Programs that provide training to increase math, literacy, and other vocational skills needed to gain entry to a registered apprenticeship program. Activity Code 223.	40%
Dislocated Worker— Registered Apprenticeship	A registered apprenticeship is a program registered under the National Apprenticeship Act. Activity Code 314 and 310.	40%

Dislocated Worker—Program Services:		Definitions	Expenditure Rate
Dislocated Worker—Workforce Preparation Activities		Activities to prepare individuals for unsubsidized employment or training. Activity Code 221.	40%
Dislocated Worker—Transitional Jobs		Time-limited, subsidized employment in the private, non-profit, or public sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Activity code 348. No more than 10% of combined Adult/DW allotment.	40%
Dislocated Worker—Customized Training		Training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays for a significant cost of the training, as determined by the Local Board. Activity Code 304.	40%
Dislocated Worker—Incumbent Worker Training		A program designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Activity code 347. No more than 20% of combined Adult/DW allotment.	40%
Dislocated Worker—Internship		A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Activity code 218.	40%
Dislocated Worker—Work Experience		A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector or the public sector. Activity code 219.	40%
Dislocated Worker—Supportive Services		Funds expended for participants enrolled in allowable activities. Activity codes include: 180, 181, 182, 184, and 185.	40%
Dislocated Worker—Pay for Performance		Contracts in the provision of training service that specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on the primary indicators of performance.	40%

Youth—Local Administration: Definitions Expenditure Category		
	Definitions	Expenditure Rate
Youth—Salary and Fringe Benefits	Salaries and fringe benefits for administrative staff working with the program.	10%
Youth—Other Administration	Other costs associated with operating the program such as supplies, space, travel, etc.	10%
Youth – Admin Indirect	Admin Indirect costs associated with operating the program such as supplies, space, travel, etc.	10%
Youth—In-School Youth Program Services: Definitions Expenditure Rate		
In-School—Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.	Exempt
In-School—Other staffing/operational costs	Other costs associated with operating the program such as supplies, space, travel, etc.	Exempt
In-School – Program Indirect	Program Indirect costs associated with operating the program such as supplies, space, travel, etc.	Exempt
Youth—In-School Youth Direct Participant Costs: Definitions Expenditure Rate		
In-School—Occupational Skills Training (Procurement Only)	Funds expended for In-School WIOA Youth participants enrolled in occupational skills training. Activity Code 406.	Exempt
In-School—Work Experiences Staffing	Funds used for staffing costs for the development and management of WIOA work experiences as defined in <u>20 CFR 681.590</u> & <u>20 CFR 681.600</u> . Meets the requirement of WIOA Section 129(c)(4): 20% minimum budgeted for and expended for work experiences. Activity Codes 400, 408, 409, 425, 427, 428, and 433.	20% WBL Requirement
In-School—OJT	Funds expended for In-School WIOA Youth participants enrolled in On-the-Job Training. Activity code 428.	20% WBL Requirement for Work based learning portion.
In-School—Pre-apprenticeship	Funds used for Pre-apprenticeship programs, Activity code 433.	20% WBL Requirement
In-School—Registered Apprenticeship	A registered apprenticeship is a program registered under the National Apprenticeship Act. Activity Code 423.	20% WBL Requirement for Work based learning portion.

Youth—In-School Youth Direct Participant Costs:		Definitions	Expenditure Rate
In-School—Internships and Job Shadowing		Funds used for Internships and Job Shadowing, Activity codes 427. Program staff wages for development and management for Activity codes 408 and 409 as they are unpaid activities for the Youth.	20% WBL Requirement
In-School—Financial Literacy		Funds used for Financial Literacy Education, Activity code 434.	Exempt
In-School— Alternative Secondary School		Alternative secondary school services, or dropout recovery services, as appropriate. Activity code	Exempt
In-School Drop Out Prevention and Recovery		Dropout recovery services. Activity code 406.	Exempt
In-School— Entrepreneurial Skills Training		Activities that provide the basics of starting and operating a small business. Activity Code 435.	Exempt
In-School— Other direct participant		Incentive payments made to participants. Activity code 487.	Exempt
In-School—Work Experiences— Participant Wages and Pre-Employment Testing		Includes Summer Employment and other employment as available throughout the school year, Activity codes 400 and 425. This would include participant wages and fringe costs for payroll.	20% WBL Requirement
In-School-Other expenses incurred due to procured youth services		Any expenses incurred due to the procurement of the required Youth elements not listed separately. This may include Education for Workforce Prep (ex. YouthBuild), Activity code 401; Leadership development (410), adult mentoring (411), post secondary transition (431), etc.	Exempt
In-School—Pay for Performance		Contracts in the provision of training service that specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on the primary indicators of performance.	Exempt
Youth—Out-of-School Youth Program Services:		Definitions	Expenditure Rate
Expenditure Category			
Out-of-School— Salary and Fringe Benefits		Salaries and fringe benefits for staff operating the program.	Exempt
Out-of-School— Other staffing/operational costs		Other costs associated with operating the program such as supplies, space, travel, etc.	Exempt
Out-of-School – Program Indirect		Indirect costs associated with operating the program such as supplies, space, travel, etc.	Exempt

Youth—Out-of-School Youth Direct Participant Costs:		Definitions	Expenditure Rate
Out-of-School—Occupational Skills Training (ITA)		Funds expended for Out-of-School WIOA Youth participants enrolled in Activity 416 for occupational skills training.	Exempt
Out-of-School—Work Experiences Staffing		Funds used for staffing costs for the development and management of WIOA work experiences as defined in <u>20 CFR 681.590</u> & <u>20 CFR 681.600</u> . Meets the requirement of WIOA Section 129(c)(4): 20% minimum budgeted for and expended for work experiences. Activity Codes 400, 408, 409, 425, 427, 426, 428, and 433.	20% WBL Requirement
Out-of-School—OJT		Funds expended for Out-of-School WIOA Youth participants enrolled in On-the-Job Training, Activity code 428.	20% WBL Requirement
Out-of-School—Supportive Services		Funds expended for WIOA Out-of-School participants enrolled in allowable activities. Activity codes 480, 481, 482, 483, 485, and 486.	Exempt
Out-of-School—Pre-apprenticeship		Funds used for Pre-apprenticeship programs, Activity code 433.	Exempt
Out-of-School—Registered Apprenticeship		A registered apprenticeship is a program registered under the National Apprenticeship Act. Activity Code 423.	20% WBL Requirement for Work based learning portion
Out-of-School—Internships and Job Shadowing		Funds used for Internships and Job Shadowing, Activity codes 427. Program staff wages for development and management for Activity codes 408 and 409 as they are unpaid activities for the Youth.	20% WBL Requirement
Out-of-School—Financial Literacy Education		Funds used for Financial Literacy Education, activity code 434.	Exempt
Out-of-School—Alternative Secondary School Services (including		Alternative secondary school services. Activity codes 415 and 418.	Exempt
Out-of-School Drop Out Prevention and Recovery		Dropout recovery services. Activity code 406.	Exempt
Out-of-School—Entrepreneurial Skills Training		Activities that provide the basics of starting and operating a small business. Activity Code 435.	Exempt
Out-of-School—Other direct participant		Incentive payments made to participants. Activity code 487.	Exempt

Youth—Out-of-School Youth Direct Participant Costs:		Definitions	Expenditure Rate
Out-of-School— Youth Occupational Skills Training - NonApproved (procurement	Providers not on the ETPS that have been approved through local procurement. Activity code 430.		Exempt
Out-of-School—Work Experiences— Participant Wages and Pre- Employment Testing	Includes Summer Employment and other employment as available, throughout the school year, Activity codes 400 and 425. This would include participant wages and fringe costs for payroll. Program staff wages for development and management for Activity code 426 (unpaid work experience).		20% WBL Requirement
Out-of-School-Other expenses incurred due to procured youth services	Any expenses incurred due to the procurement of the required Youth elements not listed separately. This may include Education for Workforce Prep (ex. YouthBuild), Activity code 401; Leadership development (410), adult mentoring (411), post-secondary transition (431), etc.		Exempt
Out-of-School—Pay for Performance	Contracts in the provision of training service that specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on the primary indicators of performance.		Exempt